



Issued May 1, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL REGION

PROCEDURE FOR CONDUCTING THE SPOT CHECK  
OF THE WORK OF FARM REPORTERS.

INTRODUCTION

In connection with the 1939 programs, the State committee will conduct a spot check of the work of each farm reporter and make a comparison of the relative efficiency among counties in performance work. This spot check will be made in each county by reviewers selected by, and responsible to, the State committee. The persons acting as reviewers should be thoroughly familiar with the provisions of the 1939 programs and especially well qualified to make proper determinations in connection with performance in the territory to which they are assigned. In the selection of reviewers preference should be given to committee-men who have done outstanding work in checking performance. It should be noted that the reviewers selected should not work on the spot check in their own counties.

The State committee should make certain that they have selected a sufficient number of reviewers and that they have made assignments so that the spot check may be completed as soon as possible after the completion of checking performance.

The following work of each farm reporter will be spot checked by the reviewer:

- (1) At least one representative farm on which performance was checked by the farm reporter. If one farm represents less than 2 percent of the number of farms inspected by a farm reporter, at least 2 percent of the number of farms inspected will be spot checked.
- (2) All measurements made by the farm reporter in 1939 on the farm selected for the spot check.
- (3) All of the farm reporter's descriptions of crop and land uses, and soil-building practices carried out on the farm selected for spot check.



As soon as possible after the determination of performance has begun, the reviewer will spot check the work of approximately one half of the farm reporters in the county. After the reviewer has made this first spot check in all counties assigned to him, he will revisit each county and spot check the work of the remaining farm reporters. At the time of the second visit to the farm, the reviewer may, where he feels that it is advisable, make a further spot check of the work of farm reporters whose work was spot checked on the first visit to the county.

The farms selected for spot check by the reviewer will be representative of farms in the community in which the farm reporter worked. Where it appears justifiable, the county committee may request the reviewer to reinspect other farms in the county. Farms which are spot checked at the request of the county committee will be in addition to those which the reviewer selects. In some cases it may be advisable for the county committee to select a person to assist the reviewer in his work.

#### PREPARATION OF FORM NCR-318, REVIEWER'S CHECK SHEET

In reinspecting a farm, the reviewer will use the map of the farm or the photo enlargement; the farm report; and other forms relating to performance. The reviewer will prepare, in duplicate, Form NCR-318, Reviewer's Check Sheet, for each farm spot checked. In the event that the spaces provided on the reviewers check sheet are inadequate for the information in connection with any farm, an additional form may be used. The reviewer will not make any changes in the entries which the farm reporter has made on the farm report, but will note incorrect entries on the reviewer's check sheet. All forms taken from the county office by the reviewer will be charged to him until they are returned.

In addition to the usual identification entries at the top of the reviewer's check sheet, the following entries will be made in section I by the reviewer in the county office:

Column 1.--The 1939 field letter of each field on the farm.

Column 2.--The corresponding 1939 field acreage obtained from section III, column (c), of the farm report for each field indicated in column (1). If the 1939 field acreage for any field has not been determined, the estimated acreage indicated on the farm report for such field will be entered, and such entry encircled. After all field acreages have been entered, they will be totaled.

Column 3.--Opposite the appropriate field letter enter the farm reporter's description of crop and land uses, and soil-building practices carried out, as indicated on the farm report.

#### ENTRIES TO BE MADE BY THE REVIEWER

Section I, Col. 4.--The reviewer will enter in column (4) his descriptions of crop and land uses, and soil-building practices carried out.



Section II.---The reviewer's remeasurements in connection with the spot check of field measurements will be made in linear feet in aerial counties, and in acres, in ground measurement counties.

In ground measurement counties, when a field measurement is found to be in error, the reviewer's measurement should be entered next to the reporter's measurement on the map of the farm and encircled. All measurements of the reporter which are found to be correct will be indicated by a check mark.

Enter in column (1) the 1939 field letter of any field for which measurements were made by the farm reporter.

Entries will be made in column (2) only in counties where aerial photography is used in the determination of performance. The entry made in column (2) will indicate the side of the field on which the measurement is made by the reviewer. The north side of a field will be indicated by the letter "N", the south side by the letter "S", etc.

Enter in columns (3) and (4) the linear measurements in feet, or the field acreages, determined by the farm reporter and by the farm reviewer, respectively.

Enter in column (5) the number of feet, or the number of acres, by which the farm reporter's measurements are in error on the basis of the reviewer's remeasurements. The entries in this column should be preceded by a plus (+) or minus(-) sign, depending upon whether the reporter's linear measurements, or field acreages, are greater or less than those determined by the reviewer. If the entries in columns (3) and (4) are the same, enter a zero in column (5).

After all measurement entries have been made in section II, columns (3), (4) and (5) will be totaled. In totaling column (5) the plus and minus signs should be disregarded.

Section III.---Data should be entered for each item in this section as follows:

Item 1.---The total number of fields reinspected on the farm.

Item 2.---The total number of fields for which the farm reporter's descriptions of crop or land uses, or soil-building practices carried out, would lead to incorrect classifications.

Item 3.---The percentage of fields incorrectly described, obtained by dividing the entry in item 2 by the entry in item 1.

Item 4.---The total number of remeasurements made on the farm by the reviewer.



Item 5.--The number of the farm reporter's measurements found to be in error by two percent or more, on the basis of the reviewer's remeasurements.

Item 6.--The percentage of error made in total measurement, obtained by dividing the total of column (5) by the total of column (4) in section II.

After the spot check of a farm reporter's work has been completed, the reviewer will designate the standard of his work by one of the three following classifications: (1) satisfactory, (2) further training necessary, (3) unsatisfactory. The classification assigned the farm reporter will be entered on the first line of section III after the word "Remarks".

The farm reporter's work will be classified as "satisfactory" if the entry in section III, item 6, indicates that the total measurements made by the farm reporter are not more than two percent in error, and it is determined that no crop or land use, or soil-building practice carried out, is described in a manner that might lead to an incorrect classification.

The farm reporter's work will be classified as "further training necessary" if the spot check indicates that his work is not up to the standard described in the preceding paragraph, but the reviewer feels that the farm reporter will reach this standard by further training. If the farm reporter is so classified, the reviewer will submit to the county committee his recommendation for further training of the farm reporter.

The farm reporter's work will be classified as "unsatisfactory", and the reviewer will recommend that he be replaced, if the reviewer feels that further training will not bring the farm reporter's work up to the established standard. In cases where farm reporters are replaced, their farms will be reinspected to the extent that the county committee considers reinspection necessary.

After completed reviewer's check sheets have been returned to the county office by the reviewer, the corrections indicated will be transferred to the corresponding farm report. This work will be done only by county committeemen, who will initial their corrected entries.

#### PREPARING THE COUNTY SPOT-CHECK SUMMARY

After the reviewer has completed the reviewer's check sheets for all farm reporters in the county, he will summarize the spot check data on Form NCR-319, County Spot-Check Summary. The usual identification data will be entered above section I at the top of the form.



In filling in the table, a separate line will be used for the data relating to each farm reporter. The reviewer will enter on the first line in column (1) the words "first visit", and will then enter in alphabetical order the names of all farm reporters whose work was spot checked during his first visit to the county. After entering this first group of names, the reviewer will skip at least two lines and enter in column (1) the words "second visit". Then he will list on the succeeding lines, in alphabetical order, the names of the farm reporters whose work was spot checked during the second visit to the county.

The following entries should be made for each farm reporter in columns (1) to (10), inclusive, of the summary and should be the same as the following entries shown on the corresponding reviewer's check sheet:

<u>County Spot-Check Summary</u>		Should be transferred from the column or item on the reviewer's check sheet indicated below:
Column	Entry To Be Made	
1	Name of reporter	Upper right-hand corner
2	Total 1939 field acreage	Section I, total of column (2)
3	Number of fields reinspected	Section III, item 1
4	Number of fields incorrectly described	Section III, item 2
5	Percent of fields incorrectly described	Section III, item 3
6	Number of remeasurements	Section III, item 4
7	Number of measurements in error	Section III, item 5
8	Reviewer's remeasurements	Section II, total of column (4)
9	Total error (in feet) (in acres)	Section II, total of column (5)
10	Percent of error in measurements	Section III, item 6

After the county spot-check summary has been prepared and signed by the reviewer, an original and two carbon copies will be typed in the county office.

Also, the reviewer will prepare the Reviewer's Spot Check Report, a



specimen copy of which is shown on the following page, and copies of which may be mimeographed in the State office for use by reviewers. After this report has been filled in by the reviewer, it should be typed in triplicate and the typed copies signed and dated by the reviewer.

The original and one copy of the county spot-check summary, the original and one copy of the reviewer's spot check report, and all original copies of the reviewer's check sheet should be transmitted to the State committee by the reviewer after the completion of the spot check and before he leaves the county office. One copy of the county spot-check summary, one copy of the reviewer's spot check report, and all yellow copies of the reviewer's check sheet will be filed in the county office.

The State office will prepare in duplicate a State summary of all spot check data listed on the summaries and reviewer's spot check reports submitted from the counties. In preparing the State summary the data relating to the reviewer's first visit to the county will be listed separately from the data relating to the second visit. The originals of the county summaries, reviewer's spot check reports, and the State summary will be then forwarded to the North Central Division.

# REVIEWER'S SPOT CHECK REPORT

\_\_\_\_\_ County

	<u>First Visit</u>	<u>Second Visit</u>	<u>Total</u>
(1) Number of farm reporters employed	XXX	XXX	_____
(2) Number of farm reporters spot checked	_____	_____	_____
(3) Number of farm reporters found satisfactory	_____	_____	_____
(4) Number of farm reporters found in need of further training or instruction.	_____	_____	_____
(5) Number of farm reporters found unsatisfactory	_____	_____	_____
(6) Number of farms on which performance was determined in 1939	XXX	XXX	_____
(7) Number of farms spot checked	_____	_____	_____
(8) Number of farm reports with respect to which the error in measurement was two percent or more, or with respect to which the description of a crop or land use, or soil-building practice carried out, might have led to an incorrect classification	_____	_____	_____
(9) Expenses incurred by reviewer in making spot check in this county:			
(a) Compensation	\$ _____	\$ _____	\$ _____
(b) Mileage	\$ _____	\$ _____	\$ _____

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Reviewer)



